COUNCIL OF INSTRUCTION  
Wednesday, February 2, 2011  
Campus Center 4  
MINUTES


Members absent: Mark Pursley, Ed Raskin, Mike Reynolds,

Guests: Madelline Hernandez, Suzanne Ritcheson, David Jordan

Support: Susan Ghirardelli

Meeting called to order at 1:40pm by Alma Johnson-Hawkins

1. Minutes  
   - December 1, 2010 Approved w/ changes

2. President Burke-Kelly / Accreditation  
   a. Interim LAMC President Kathleen Burke-Kelly was welcomed by the Council.  
   b. President Burke-Kelly and VP Johnson-Hawkins spoke about the role of the Council of Instruction in the next round of accreditation.  
      • It would be a major accomplishment to go through the accreditation process without any monitoring.  
      • As faculty leadership, the department chairs set the stage for participation in the process.  
      • Since December of 2007 accreditation has become much more closely monitored.  
      • The President stated that Chancellor LaVista has made it clear that college presidents will be held responsible for any failures in accreditation.

3. Articulation (Madelline Hernandez)  
   a. SB 1440  
      • The first round is complete; Psychology, Sociology and Communication Studies degrees have been adopted under SB 1440.  
      • The second round is currently in the vetting process for inclusion of Math and other degrees in SB 1440.

4. Curriculum (Said Pazirandeh)  
   a. New Programs  
      • Said thanked departments who have submitted new programs to the Curriculum Committee for approval.  
      It is important that all courses within a program are either current or updated by the March catalog deadline.

5. Counseling (Suzanne Ritcheson)  
   a. The prerequisite challenge process was closed as of last Monday. If a student has not taken a prerequisite course, they cannot take the class this semester. Exception to this would be late start classes, for which a student can still submit a prerequisite challenge.

6. Emergency Response (Stephanie Atkinson-Alston)  
   a. Stephanie, Myriam Levy and Richard Rains have been working with Deputy Santos leading an effort to create a campus-wide Emergency Response Plan.  
      • Draft of a list of Campus Administrators and corresponding Emergency Areas of Responsibility was distributed and input from the chairs was invited.  
      • There was a concern expressed that the emergency cell phone alert only works where a signal is available.  
      • All evacuation maps around campus need restoration. The goal is to have a one-page emergency guide and a list of phone numbers posted in lieu of the current flip charts.
b. It was mentioned that guidance is needed in deciding what to do in case of an emergency precipitated by a disturbed individual on campus. A draft of guidelines was distributed. The floor was opened for a discussion of this issue.

- It is critical to report to the VP of Student Services any disruptive occurrences in order to become aware of patterns of behavior of certain individuals.
- The instructor has unquestioned authority to suspend a disruptive student for up to two class meetings. However, the instructor does not have authority to exclude (i.e. remove from the class roster) a student for disruptive behavior.
- One department chair has created basic guidelines for her faculty to help avoid larger problems and recognize options when an incident occurs.
- Some suggestions:
  - Faculty should program the sheriff’s office phone number into their cell phones.
  - Instructors can give students the sheriff’s office phone number in their syllabus.
  - One chair recommends a guideline of comportment for students, to be included in the syllabus.
  - Perhaps we should have emergency phones inside the buildings as well as outside (the blue emergency phone towers).
- Alma emphasized that all faculty should be sure to document incidents and also let DSPS know when appropriate.

7. Academic Affairs
   a. Evening supervision
   - Administrator available Monday through Thursday 6pm -10pm and Saturday 8am - 1pm.
   - Dorothy will email the chairs a chart of the evening supervisors’ schedule.
   - Faculty is encouraged to wear id badges, which are available at the Business Office.
   b. High School classes (Myriam Levy)
   - The purpose of providing HS classes is to raise the visibility of LAMC to the local high schools. One chair expressed the opinion that there are other potentially better ways to reach out to local high schools; for example, taking a Chemistry lab demonstration directly to a school. The VP will reevaluate and recommend a possible new outreach model to the President.
   - It was noted that some of our HS contact information is not accurate.
   - Myriam raised the following issues:
     - The enrollment process is improved, but our HS partners do not always follow proper procedure.
     - New instructors should not have to endure all the problems involved with the HS classes.
     - It is important that our instructors are able to work under the same quality working conditions on a HS campus as they would if they were teaching on our own campus, per union contract.
     - One result of budget cuts is that some of our regular college students end up taking college classes located on HS campuses.
     - Certain times are not practical to offer classes. For example, a 7am to 8:15am class is logistically difficult, because support staff at the HS is often unavailable that early.
   - The VP asked the chairs to please make her aware of any problems with HS classes right away.
   c. Budget cuts
   - Summer school – cancelling summer session would save the college about $500,000. The new President will deal with whether or not we will offer summer school. Even without summer school we are still ok regarding FTEs.
   - Supplies – try to scale back on printing and share existing supplies. Dorothy will update the supplies and equipment list available for barter on the Academic Affairs website.
   d. Faculty absences
   - The VP asked the Council if it is possible to eliminate substitute teachers in order to save money. She asked the chairs for ideas to creatively fill the gap.
   - We need to avoid teachers swapping/covering each others’ classes.
   - Chairs were asked to please be diligent with absence paperwork.
   - There was a request for Academic Affairs to provide monthly lists to each department of their respective absent instructors.
   - The issue was raised that certain faculty consistently take as many absences as they are contractually entitled to. In such cases, should substitutes be required?
e. Facilities updates
   i. CAI & Eagles Landing Bookstore - Chairs agreed that we should not take possession of the new culinary building until all work is completed by the contractor. Classrooms – we want to remove more bungalow classrooms to start construction of the new building. The math classes could be moved to the Instructional and CSB buildings and the smaller classes could be moved into the new CAI building.
   ii. Library & LRC Project – The Library and LRC are critical for our students’ success and their remodel project deserves our support. However, at this time, the Library project is no longer funded. The VP expressed that if any budget priorities are revised, the Library/LRC should be moved up on the list.
   iii. Construction of the Athletic Fields is no longer funded.
   • It was brought up that the new blinds, recently installed campus-wide, are ineffective and the problem should be addressed.

➢ Alma excused herself and turned the meeting over to Dean Swerdlow.

8. SLOs (P. Flood)
   • Faculty was asked to continue with their training in the new online assessment system. Adjustments are still being made to improve the system.
   • 2012 deadline – all courses need to be assessed by Spring 2012 in order to provide documentation of improvements for accreditation. The Math department assessments are good to use as models.
   • Pat requested any feedback the chairs may have in order to improve the assessment system.
   • Pat also requested, by Friday if possible, an update on the status of their assessments from each department.

9. Chairs’ Council (R. Smazenka)
   • The chairs would like a monthly report from Academic Affairs of their departments’ instructor absences.

10. Deans’ Reports
   a. Stephanie Atkinson-Alston
      • Tutoring – the question was raised how to provide the same tutoring support services to online students as we give to regular on-campus students. That would require matching the approximately 7% of on-campus students who receive tutoring services. Susan Rhi-Kleinert is creating videos to do this under Title V. We need to show improvement in this area for accreditation.
      • Louis Zandalasini, chair for Professional Studies, was commended for the hard work done in training staff and organizing the move from Instructional to the new CAI building. The dean also thanked him and his staff for their successful catering of the USGBC tour.
   b. Cathy Brinkman
      • The associate dean reminded the Council to submit their CTE proposals.
   c. Nadia Swerdlow
      • Curriculum compliance will be given a great deal of weight in our accreditation report. Please continue to update your courses and programs.

11. Next Council of Instruction meeting dates:
   • March 2, 2011
   • April 6, 2011
   • May 4, 2011
   • June 1, 2011

Meeting adjourned at 3:40pm

Transcribed by Susan Ghirardelli